



Phone 305.271.0100 x 706 Fax 305.777.8816 escrow@theclosingcompany.net

Escrow deposit return policy and procedure for offers **not accepted**

Request for return of escrow deposit

For security reasons, the buyer is to complete the following information prior to the release of their deposit and send this completed form to escrow@theclosingcompany.net or fax to 305.777.8816.

Personal check

- () I will pick up my check in-person at Serrano Properties located at **277 NW 82nd Avenue, Miami, Florida**
Pickup hours are Monday-Friday 10AM- 4PM. Attn: Yvette, Liza or Josefina. Please present valid i.d. at the time of pick-up.
- () Please mail my escrow check via U.S. Mail to: _____

Cashier's check

- () I, the remitter of the cashier's check or the buyer, will pick up my cashier check in person. (please present a valid i.d.)
- () Please send via FEDEX. I have attached a pre-paid, pre-printed FEDEX airway bill. We can only send via FEDEX.
- () I authorize the following individual to pick up my cashier's check (must present valid i.d.)

Name: _____

Property address you made an **offer** on: _____

****Cashier's checks cannot be mailed.***

Escrow Deposit Release Authorization and Release

I authorize The Closing Company to handle the escrow deposit return as per my above indicated instructions. Buyer /remitter releases, holds harmless and indemnifies The Closing Company, its' officers, employees and Serrano Properties, its' officers and employees of any and all liability and damages in relation to these funds after their release from our office:

Buyer(s) signature _____ date _____

Print name(s) : _____

Cell phone: _____ email _____

For office use only:

Date check released: _____ Check # _____ Check amount :\$ _____ Released by _____

Release by: _____ Sent via () mail () Picked up () FEDEX track# _____

Picked up by signature: _____ date: _____

Print name: _____

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